

PAUL CUFFEE SCHOOL

MINUTES OF BOARD OF TRUSTEES MEETING

JANUARY 21, 2016

Present: Tom Beall, Leslie Brackett, Carrie Bridges-Feliz, Nick Figueroa, Crystal Gantz, Bob Kelley, Keith Mathews, Joop Nagtegaal, Kim Noble, Jean Patiky, Abraham Pinales, Earl Smith III

Absent: Su Almeida, Russell Carey, Dorothy Fields, Leeds Mitchell IV, Alex Molina, Martha Newcomb, Carolyn Pemberton

Guest: Ann Hampson

Paul Cuffee Staff: Eric Charlesworth, Jon Conklin, Becky Coustan, Chris Haskins, Carrie McWilliams, Maria Monteiro, Celeste Terry-Lo, Maria Palmgren

Visitors: Susy Prouty, Genevieve Schultz, Sissela Tucker

Ms. Kim Noble called the meeting to order at 6:11 pm and explained that she would chair the meeting due to Mr. Russell Carey's being ill. She asked for a moment of silence. Ms. Noble explained that the Board would go into executive session at the end of the meeting. She also notified the Board that there would be votes on the adoption of the by-laws; as well as on the nomination of an interim Lower School faculty Trustee, Ms. Ann Hampson. She asked the Trustees to

introduce themselves to Ms. Hampson and other guests.

Approval of Minutes

Mr. Joop Nagtegaal made a motion to approve the minutes of the November 19, 2015 meeting, seconded by Mr. Earl Smith III, and the Board unanimously voted to approve the November 19, 2015 minutes.

Institute for Non-Profit Excellence Leadership Development Grant

Mr. Chris Haskins notified the Board that he would shift the order of the agenda related to his report. He began by explaining that the School was awarded a grant by the Rhode Island Foundation for leadership development for faculty, and explained that the grant would cover approximately half of the expenses for training of faculty, including four days of off-site training as well as extensive work throughout the year. The dates of the off-site training are August 9-10, 2016; February 21, 2017; and June 26, 2017.

PARCC Update/SIT Update

Mr. Haskins distributed the School's disaggregated data of the PARCC results, and explained that the results were baseline results only, and cautioned that it was not comparable across districts throughout the state. He explained that this data would help develop a plan of action for improvements, and noted that the emphasis would be on vocabulary in order to help students in other subjects. He noted that implementation of explicit instruction in vocabulary had begun across all grade levels. Mr. Haskins gave an overview of the

ongoing work of the School Improvement Team, and noted that the SIT had done an enormous amount of work to ensure that the curriculum be updated in order to improve student outcomes. Several questions ensued, including how the School would support parents; how the School would deliver results to parents; whether the results reflected only ELL students; and whether there is a national database for comparisons of PARCC results. Mr. Haskins explained that the School would disseminate the results at parent forums; that the results reflect all students, not only ELL students; and that there is currently no national database.

HOS Report

Mr. Haskins asked each principal to share events at their respective campuses. Ms. Carrie McWilliams noted that at the Lower School several events had taken place, including the Hour of Code; visit by Schmitt the Weather Dog; the 5th grade Chorus performance at the State House; field trip to see the Nutcracker at the PPAC, as well as the ongoing “Chat and Chew” meetings where parents have the opportunity to meet the principal once per month to learn about different topics.

Ms. Celeste Terry-Lo reported that the Upper School celebrated Diversity Week; held a College Essay/Application Day; and celebrated Paul Cuffee Week.

Mr. Eric Charlesworth reported that the Middle School had begun

holding Town Meetings; performed the annual MS play; a new initiative “Girls on the Run”; participated in a mathematics competition; and attended the “STEM in the Middle” conference at Rhode Island College.

COMMITTEE REPORTS

Committee on Trusteeship and Governance (CoTaG)

Mr. Smith III informed the Board that the CoTaG voted to recommend the nomination of an interim Trustee, Ms. Ann Hampson. Ms. Hampson recused herself from the meeting. Mr. Smith III made a motion to recommend to the Board that Ms. Hampson be the interim Lower School Faculty Trustee, seconded by Ms. Crystal Gantz, and the motion was unanimously approved by the Board. Following the vote, Ms. Hampson re-joined the meeting. Mr. Smith III made a motion, seconded by Mr. Keith Mathews, to adopt the by-laws with proposed revisions, and the motion was unanimously approved by the Board.

Finance Committee

Ms. Noble reported that the Finance Committee discussed the current and future years revenues and expenditures.

Development Committee

Mr. Mathews gave an update of the Development Committee, including the current Annual Fund as compared to the past three years; the goal of 100% Board contribution to the Annual Fund; and

data related to PCS donor behavior.

Appreciation of Service

Ms. Noble announced that Mr. Phil Gould, long-time Trustee of the School, had submitted his resignation from the Board. Mr. Haskins added that Mr. Gould had been a friend and supporter of the School for many years. On behalf of the School and the Board, Ms. Noble and Mr. Haskins acknowledged and extended thanks to Mr. Gould's years of service. Mr. Gould was presented with a framed poem by a former PCS student, as well as a book to be donated to the School's library in his honor.

Conclusion of Open Session

Ms. Noble announced that the open session of the meeting was concluded and that the Board would go into closed executive session pursuant to RIGL 42-46-5(a)(1)(personnel exception). She asked that Trustees, Mr. Haskins, Ms. McWilliams, Ms. Terry-Lo and Ms. Maria Palmgren remain, and that all others were excused.

Mr. Nagtegaal made a motion to go into closed executive session and to keep the minutes sealed, seconded by Mr. Smith III, and the Board unanimously approved the motion.

Executive Session - RIGL § 42-46-5(a)(1)(personnel exception)

There were two votes taken during the executive session, in which the Board unanimously approved the recommendations of the Head of School.

Upon conclusion of the executive session, Mr. Nagtegaal made a motion to resume the open meeting. Mr. Earl Smith III seconded the motion and the Board unanimously voted to resume the open meeting.

The minutes of the executive session are kept sealed in the Office of the Head of School.

Adjournment

There being no further business coming before the Board, the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Maria Palmgren